

## **Senior Associate, Adult Education Curriculum and Instruction**

The Council on Postsecondary Education, an agency of the Commonwealth of Kentucky and the state's coordinating agency for postsecondary and adult education, seeks an energetic, organized, and self-directed person to serve as Senior Associate, Adult Education.

This person leads Kentucky Adult Education's systemwide efforts in curriculum development and alignment with postsecondary standards, curriculum content standards, developmental education, assessments, and learning disabilities.

**Qualifications:** A master's degree in education or a related field and at least two years adult education experience are required. A doctoral degree is preferred. The successful candidate will have strong leadership, organizational, communications, and interpersonal skills as well as a demonstrated knowledge of curriculum development, pedagogy for adult instruction, and assessment.

**Salary:** Low to mid \$60's with full benefits package, commensurate with experience.

The deadline for receipt of resumes is March 9, 2007.

Interested applicants should send a cover letter, resume, and name and contact information for at least three references to:

Pat Sawyer  
Director for Human Resources  
Kentucky Council on Postsecondary Education  
1024 Capital Center Drive, Suite 320  
Frankfort, KY 40601  
[patricia.sawyer@ky.gov](mailto:patricia.sawyer@ky.gov)

The Council is an equal opportunity employer.

Duties and responsibilities include, but are not limited to, the following:

- Provides policy oversight and technical assistance for the adult education system in curricula and assessments to facilitate increased learning gains, more GED graduates and more adults prepared for postsecondary education.
- Leads systemwide provider task forces and develops adult education curricula to align with KYAE content standards and postsecondary standards to better prepare more adults for postsecondary education.
- Works with Council staff to implement recommendations of Developmental Education Task Force to increase the number of college-ready GED graduates.
- Coordinates with KYAE professional development staff to provide high-quality training for adult educators in the areas of content standards, curriculum and assessment to better prepare adult educators to reach student preparation goals.
- Leads the development and implementation of a mathematics initiative to increase learning gains and GED scores of adult education students.

- Collaborates with Kentucky's GED administrator on college-bound GED curricula to better prepare more adults for college.
- Researches and directs the development of curricula aimed at raising educational attainment for low-level learners to increase learning gains and academic skills.
- Serves as KYAE system content expert in all academic areas – math, English, science, social studies and writing.
- Manages distance learning initiatives to support and supplement curriculum and assessment to increase access points to adult education system.
- Oversees KYAE's efforts in transitioning more adults into postsecondary education and works with KYAE and Council staff on KYAE's participation in the College Access Campaign.
- Leads KYAE's learning disabilities initiative and the Learning Disabilities Advisory Committee to identify resources and strategies to increase learning for adults with learning disabilities.
- Identifies system's research needs and oversees research related to curriculum and assessment.
- Represents Kentucky on national projects related to curriculum and assessment.
- Serves as a member of the KYAE Leadership Team.
- All other duties as assigned.